

<<<*Date*>>>

Visa Officer

<<<*Name of Embassy/ High Commission*>>>

<<<*Address*>>>

Dear Sir/Madam,

I would like to grant leave to <<<name of employee>>> [passport no:] holding the position of <<<designation>>> at <<<Company Name>>>for his trip to <<<Country name>>>. He is granted leave for a period of <<<no of days/weeks/months>>> starting from <<<start date>>> to <<<end date>>> to fulfill the purpose of <<<mention reason for traveling>>>.

Yours sincerely,

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<<<<Name of the HR Manager>>>>

HR Manager